

# COLORADO ARMY NATIONAL GUARD EXCEPTED TECHNICIAN

## VACANCY ANNOUNCEMENT NUMBER

**TVA #09-168**

<b>POSITION TITLE, SERIES &amp; GRADE:</b> Surface Maintenance Mechanic, WG-5801-8/10		<b>PDCN:</b> 70636000	
<b>OPENING DATE:</b> 14 January 2010	<b>SALARY:</b>	WG8 \$17.50 To \$20.42	
<b>CLOSING DATE:</b> 16 February 2010		WG9 \$18.64 To \$21.73	(Per Hour)
		WG10 \$19.74 To \$23.05	
		(Step 01)	(Step 5)
<b>AREA OF CONSIDERATION:</b> Limited to current members of the Colorado Army National Guard (COARNG) and those eligible to be enlisted.			
<b>MAX MILITARY GRADE:</b> SSG/E-6		<b>MIN MILITARY GRADE:</b> PFC/E-3	
NOTE: Grade inversion within the full-time workforce is not permitted. The military grade must not exceed that of the selecting supervisor listed below. Higher graded applicants may be considered but the final decision is the responsibility of the selecting supervisor with HRO concurrence.			
<b>COMPATIBLE MILITARY ASSIGNMENT:</b> CMF: 63 MOS: 63B, 88L/M/P/Z			
<b>SELECTING SUPERVISOR:</b> SFC John Hardy Telephone (719) 526-1301			
<b>LOCATION OF POSITION:</b> MATES 64, Fort Carson, CO			
<b>NOTES:</b> 1. PCS funds are not available 2. Must provide military rank, DOB, SSN, and TVA# on resume/application. Also submit the OF 306 (Declaration of Federal Employment). 3. Be advised that if selected for a military technician position where membership in a reserve component is a condition of employment, your bonus will be terminated and may or may not be subject to recoupment. Questions pertaining to recoupment may be directed to the State Incentives manager at (720) 250-1337.			
<b>SPECIALIZED EXPERIENCE NOTE:</b> Specialized experience will be used to determine qualifications for the announced position. Please provide From and To dates (mm/yy) with description of Specialized Experience:			
Candidates must have <b>12 months</b> of specialized experience or training for a <b>WG-08</b> in the following:			
<ul style="list-style-type: none"><li>• Using common hand and power tools and a small variety of test and measurement devices to make mechanical repairs.</li><li>• Removing, adjusting, replacing, cleaning, and installing a variety of parts, components, and accessories.</li><li>• Which demonstrates a basic understanding of mechanical, electrical, and hydraulic theory applying to vehicles; and skill to replace, fit, install, and make adjustments</li><li>• Demonstrating an understanding of the makeup and operation of the various individual systems maintained and their interrelationships</li><li>• Reading and interpreting parts lists, manufactures' repair manuals, diagrams, and electrical schematics.</li></ul>			
Candidates must have <b>15 months</b> of specialized experience or training for a <b>WG-09</b> in the following:			
<ul style="list-style-type: none"><li>• Using a variety of test and measurement devices to make mechanical repairs.</li><li>• Removing, adjusting, replacing, cleaning, and installing a variety of parts, components, and accessories.</li><li>• Which provided working knowledge of mechanical, electrical, and hydraulic theory applying to vehicles; and skill to replace, fit, install, and make adjustments.</li><li>• Which provided working knowledge of the makeup and operation of the various individual systems maintained and their interrelationships.</li><li>• Reading and interpreting parts lists, manufactures' repair manuals, diagrams, and electrical schematics.</li></ul>			
Candidates must have <b>18 months</b> of specialized experience or training for a <b>WG-10</b> in the following:			
<ul style="list-style-type: none"><li>• Demonstrating ability to diagnose, repair, overhaul, and modify equipment, systems, and vehicles</li><li>• Which provided a thorough knowledge of the mechanical makeup, operation, and working relationships of systems, assemblies, and parts</li><li>• Must also have provided knowledge of mechanical, electrical, electronic, hydraulic, pneumatic and other non-mechanical systems</li></ul>			

**KNOWLEDGES, SKILLS AND ABILITIES (KSAs):** In the event there are more than 10 certified applicants, the following KSA's will be used to determine the best qualified applicants from which selection will be made. Provide From and To dates (mm/yy) specifying the specialized experience.

**WG-08**

1. Knowledge of the equipment used in the trade performed.
2. Ability to use hand and powered tools in the trade performed.
3. Ability to repair automotive, heavy mobile, electronic, calibration, and other types of mobile equipment.

**WG-09**

1. Knowledge of equipment assembly, installation, repair, etc.
2. Skill in the use of test measurements and diagnostic equipment such as oscilloscopes, Ohmmeters, dosimeters, etc.
3. Skill in the interpretation of technical manuals, maintenance directives and publications as they relate to repair and inspection of equipment.
4. Skill in reading and interpreting blueprints, schematics, diagrams, etc.
5. Ability to teach procedures, principles, and knowledge related to trade and craft practices.
6. Ability to facilitate production using judgment and analysis in areas such as determining work time, preparing and implementing procedures, interpreting technical data, etc..

**WG-10**

1. Knowledge of equipment assembly, installation, repair, etc.
2. Skill in the use of test measurements and diagnostic equipment such as oscilloscopes, Ohmmeters, dosimeters, etc.
3. Skill in the interpretation of technical manuals, maintenance directives and publications as they relate to repair and inspection of equipment.
4. Skill in reading and interpreting blueprints, schematics, diagrams, etc.
5. Ability to teach procedures, principles, and knowledge related to trade and craft practices.
6. Ability to facilitate production using judgment and analysis in areas such as determining work time, preparing and implementing procedures, interpreting technical data, etc.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** College transcripts must accompany application in order to be considered. Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position.

**POSITION DESCRIPTION INFORMATION:** This position is located in the Joint Forces Headquarters-State, Logistics Directorate (J-4), Surface Maintenance Facility. The purpose of the position is to perform maintenance, repair, troubleshooting, inspection, and/or overhaul of a variety of combat, tactical, commercial, and special purpose vehicles and equipment. This position troubleshoots, performs maintenance and major repairs on heavy-duty mobile equipment, combat, tactical and automotive vehicles. It troubleshoots equipment and diagnoses the cause of mechanical failures by means of visual and auditory checks and/or uses test equipment such as engine analyzers, compression testers, voltmeters, ohmmeters, pressure gauges, and computer diagnostic tools. This position removes and disassembles engines and major assemblies, sub-assemblies, components, and fuel, hydraulic, and oil pressure systems.

Please see "Instructions for Applying" for a complete and comprehensive application for the Colorado National Guard, attached to this announcement.

## **APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:**

When this announcement closes, each application will be qualified and rated. "Qualified" means that we will compare your experience with a standardized set of qualification criteria (Specialized Experience) for the particular position being announced. "Rated" means, if there is more than one grade listed on this announcement, you will be found qualified at one of those grades according to the number of months experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and your application will be forwarded to the selecting supervisor. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. *Incomplete applications will be considered "Not Qualified" because of lack of information.* The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

### **At a minimum, your packet must include the following information:**

- A typed or neatly printed summary of your employment history (a resume, OF 612, or any other format you choose) is required.
- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
- Your military grade, unit of assignment, and AFSC. List your National Guard (weekend duties) separately from your other job experiences. List your position, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
- A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates, from and to (mm/yy), to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames.
- If you have completed any college courses, include copies of your college transcripts with the application.
- DO NOT use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
- **WRITE A SUMMARY OF EACH KSA (including from and to dates for each KSA) TO EXPLAIN HOW YOU QUALIFY IN CASE THERE IS MORE THAN TEN APPLICANTS.**
- List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses.
- Optional Form (OF) 306, Declaration Federal Employment, must be attached to your application.
- STAPLE all documents together in one package. DO NOT use binders, folders or notebooks when you turn in your application.
- **Please sign and date application.**
- The application must be received in the HRO not later than close of business (1630 hours) on the closing date. NOTE: HRO is closed on Mondays.

**SUBMIT YOUR APPLICATIONS TO: Human Resources Office  
ATTN: HRO-Staffing Section  
6848 South Revere Parkway  
Centennial, CO 80112-6709**

**POC's: SSG Mike Martinez 720-250-1166 / DSN 250-1166 OR SPC Leonard Hill 720-250-1434 / DSN 250-1434**

**You may also fax your complete application to: 720-250-1169 or DSN 250-1169. The HRO is not responsible for incomplete faxes. Please contact HRO to ensure that your fax arrived and was complete.**

**You may also email applications to [michael.martinez15@us.army.mil](mailto:michael.martinez15@us.army.mil) or [leonard.j.hill@us.army.mil](mailto:leonard.j.hill@us.army.mil)**

**You are welcome to contact the HRO office for review of your application to ensure proper format for the announced vacancy prior to closing date. POC's for applications are SSG Mike Martinez @ 720-250-1166 OR Capt Malona Cavanaugh @ 720-250-1162.**

**NOTES:** 1. All employees must participate in Direct Deposit/Electronic Fund Transfer.

Applications of non-selected applicants **will not be returned, and will NOT be filed in the Official Personnel File (OPF).** Should a position be announced at less than the authorized grade (Trainee), the selected applicant may be promoted when he/she meets all qualifications and is submitted by the supervisor.

**IF YOU ARE SELECTED FOR THE POSITION:** The selecting supervisor is responsible to notify you that you were selected for the position, and should inform you what to do next. You will receive a letter in the mail from an HRO representative informing you of your hire date and in-processing date, and whom to contact with your questions.

**IF YOU ARE NOT SELECTED FOR THE POSITION,** the selecting supervisor is responsible to inform you that you were not selected. He/she is allowed to tell you who the actual selectee was, but is not allowed to discuss other applicants' qualifications with you. The selecting supervisor is allowed, if you ask him/her, to advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application.

**EXPLANATION:** An EXCEPTED position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. EXCEPTED Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. EXCEPTED Technicians are required to wear appropriate military uniform, and must become active members of the Colorado National Guard.

**THE COLORADO NATIONAL GUARD IS AN EEO EMPLOYER:** all applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (EXCEPTED positions only). All announcements must be posted on all unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed.

Also see the HRO Colorado National Guard Web Site at <http://www.coloradoguard.army.mil/hro/hro.html>.